

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	
Are you a practicing Attorney (if yes, answer next 2) _____ Yes _____ No	
Are you admitted to the bar of the USCIT _____ Yes _____ No	
Are you a member in good standing _____ Yes _____ No	

Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: ( )
User's Fax Number: ( )
Mother's Maiden Name (used for security verification):

Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

☐ I have been trained by the United States Court of International Trade on the use of the CM/ECF System. Date and Location of Training: \_\_\_\_\_

# UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The System may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF System governs the use of the CM/ECF System.
6. I understand that attendance at one of the scheduled ECF training classes normally will be required. If I cannot attend training but believe that I possess proficiency sufficient to allow me to begin to E-File, I may request that the Clerk's Office activate my E-Filing access rights without training after completion of a Court-assigned practice filing. This request is to be submitted, by letter or e-mail, to the Clerk of the Court.
7. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to E-File. I understand that the suspension/termination of my ability to E-File will not affect my ability to view the electronic docket. I further understand that when I am unable to E-File, the *Procedure for Manual Filing* (as stated on the Court's Website: [www.cit.uscourts.gov](http://www.cit.uscourts.gov), as well as on page 8 of the Appendix in the ECF User's Manual) will be followed. A request to have E-Filing rights reinstated is to be submitted, by letter or e-mail, to the Clerk of the Court.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

### Return completed form by mail to:

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2812